

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

July 8, 2003

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FROM: LEYDEN L. HAHN, Chief Information Officer
Information Services Department

SUBJECT: REQUEST FOR PROPOSAL TO PROVIDE DATA ENTRY SERVICES

RECOMMENDATION: Approve Request for Proposal (RFP) for Data Entry Services and authorize the Information Services Department (ISD) to release the RFP.

BACKGROUND INFORMATION: The Information Services Department currently utilizes contract data entry services to provide keypunch services, which includes processing and inputting text data read from several types of source documents such as Welfare documents, Payroll Time and Attendance sheets (TLRs), and Public Works equipment reports. This process creates an electronic record that is transmitted to a central host computer to update computer databases. Information from these databases is used to produce reports and online screens in computer applications for the County. The Board approved a three-year contract for these services September 26, 2000. The contract for these services is scheduled to expire September 30, 2003.

In preparation of the expiration of the current contract for these services, ISD has developed an RFP for data entry services and is requesting approval to seek competitive proposals from interested and qualified vendors. Approval of this item will allow the County to formally advertise the RFP for data entry services on the County's Internet site. Potential vendors will be notified when the RFP is made available on the Internet site. After all proposals have been evaluated, ISD will present a recommendation to the Board of Supervisors for award of a contract.

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Tracy Lindsay, Administrative Analyst) on June 24, 2003, Purchasing (Aurelio De La Torre, Purchasing Director) on June 24, 2003 and reviewed for legal form and content by County Counsel (Jean-Rene Basle, Deputy County Counsel) on June 24, 2003.

FINANCIAL IMPACT: The issuance of the Request for Proposals has minimal financial impact. After a vendor has been selected from the RFP evaluation process, a contract for the necessary services will be brought to the Board for approval. The total cost of data entry services over a three-year period will be presented to the Board at that time.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action based on the important nature of professional and specialized computer data entry services to various County departments.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Leyden L. Hahn, Chief Information Officer 388-5501

Record of Action of the Board of Supervisors

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